



Lewis Little Folks

YOUNGER SUMMER CAMP 2010

REGISTRATION / INFORMATION PACKET

Dear Parents,

We are excited to present our plans for our 2010 traditional, younger Summer Camp Program! This camp is for younger children going into Kindergarten, first, second, or third grade. We are looking forward to a fun filled summer with your child.

Our summer camp program has been planned to provide an exciting calendar of activities to interest everyone. We have scheduled physical fitness activities such as swimming lessons, water park, and sports class. We have at least 11 fun field trips planned which are appropriate for younger children. The teachers in each classroom will be scheduling their own lesson plans to include arts and crafts, organized outdoor games and activities, “bring your bike/scooter to school days”, cooking projects, and nature walks. Each classroom will also schedule “learning time” each week. This will be a designated quiet time in the classroom for children to do workbooks, reading, etc. Each parent will be responsible for providing the bridge book, workbook, reading book, and/or learning materials for their child. We believe this small amount of time each week will be helpful for the children to keep up with school work throughout the summer.

The younger camp classrooms will be arranged by age. Ms. Maureen Becker and Ms. Sharyl will have a camp class, and Mr. Tim and Ms. Donna will have another class. Third graders will be in the LLF gym classroom with Ms. Debbie. Ms. Debbie will also be providing more age-appropriate activities that may be different than the younger camper’s activities. Ms. Debbie’s group will be attending one field trip with the older summer campers to Fun-N-Stuff the first Friday of camp.

We have arranged for a yellow school bus through the Berea School System for field trip transportation, but parent chaperones will be needed for all field trips. A detailed calendar of events and times will be distributed to parents of registered children at a later date before summer camp begins. Along with this calendar, parents will be asked to sign up to chaperone field trips. We are asking for each parent to sign up for at least one trip. **Chaperone assignments will be done by lottery for popular trips. It will be required for each family to sign up to chaperone a water park trip to be included in these lotteries.** More information on chaperone sign-ups will be coming.

If you are enrolling your child in our camp program for this year, please retain the information in this packet for reference during the camp program.

General Information

Swimming: Swimming lessons have been arranged at the Fairview Park Recreation Center on Lorain Road in Fairview Park. The children will be traveling by bus to the Rec. Center every Tuesday and Thursday. All boys will go on Tuesday, and the girls will go on Thursday. Lessons will not begin until the second week of camp and will continue for 6 weeks. The lessons will be provided from 10:00 a.m. to 10:45 a.m. At the first lesson, the instructors from the Rec. Center will evaluate the swimming ability of each child and divide the class by capability. Please note: as your child's level of ability changes, they will progress to other groups in the pool. This may mean a new swimming instructor. It would be helpful for you to explain this to your child so that they know they may have different swimming instructors throughout their swimming lessons. Our LLF teachers will always be poolside to supervise and ensure adequate supervision at all times. This is a great opportunity for children at any skill level to enjoy swimming. Parents are welcome to come to the rec. center to observe these lessons.

Camp T-Shirts:

We are asking for all parents to provide your child with a **blue** Lewis Little Folks T-shirt, which can be purchased in the LLF office for \$6.00. T-shirts will be available for purchase during the first week of camp. If your child already has one of these shirts, this purchase is not necessary. We would like for each child to have this particular T-shirt on during each field trip. It helps our teachers and chaperones quickly identify children with our group. We also encourage parents who plan to chaperone to purchase a shirt to wear on our field trips. Adult T-shirts are \$7.00. **Please clearly label your child's T-shirt with your child's name.**

Sunscreen & Water Bottle: We plan to get the children outside for play, fresh air, under the sprinkler, etc. weather permitting every day. Sunscreen and water bottle is optional but encouraged. If you would like your child to have sunscreen applied during camp, you will need to complete a sunscreen form that will be given to you at the beginning of camp and provide sunscreen to the camp teachers with your child's name labeled on the bottle. You can also bring in a labeled water bottle for your child to use during camp.

Swimsuits:

Every Monday, each child will need to bring a clean swimsuit and two towels to LLF for swim lessons and water play. Please be sure to bring two towels each week and underwear to change into after swimming. **Please label all items.** Swimsuits and towels will then be kept at LLF all week for outdoor water play, and the children can change into their swimsuits for the Tuesday/Thursday swim lesson. Swimsuits and towels will be sent home each Friday for washing. Girls with long hair should have their hair tied back or in a ponytail to keep hair off their face and prevent tangled hair. We also request that children do not wear any jewelry to swim lessons.

Bus transportation: We have arranged through the Berea School System to transport the summer camp class to all field trips and all swimming lessons on a school bus.

For all activities, especially field trips, we require that your child travel with the group. Parents wanting to directly drop off/pick up their child to/from the activity causes unnecessary confusion for the staff. Therefore, unless emergency situation dictates alternative arrangements, each child is to be dropped off/picked up from LLF.

Chaperones: We will be asking parents to each volunteer as a chaperone for at least one field trip during the summer. We have decided that one adult chaperone (this includes teachers) is needed for every five children. Because of the number of children that are allowed on the bus, there may be a need for chaperones to drive in their own cars to field trips, following the bus. Also, if your child has had discipline problems, the staff has the option of denying the child from going on the next field trip or requesting the child's parent to accompany him/her on the next trip. A chaperone guideline sheet will be given to parents prior to the field trip you will attend.

Permission Forms:

State Licensing requires that parents sign permission for each individual field trip. A form listing these trips, times, and information for each trip will be given to parents at the beginning of camp. We will need these forms completely signed before your child can go on field trips.

Extra Clothing: Please make sure your child has two sets of extra clothes to leave in his/her locker at school. All clothing should be labeled with child's name.

Attendance: Most of our activities will start at 9:00 a.m. Please have your child at the daycare by 8:30 a.m. for attendance. If your child will not be attending that day, please notify the office (3-5264) as soon as possible. Breakfast is served between 8:00 and 9:00 am.

Behavior: We are working to create a safe and happy summer camp for the children, staff and parents. To realize this goal, there are three basic expectations that must be followed for everyone's safety:

1. Behavior that is physically, mentally, or emotionally harmful will NOT be tolerated.
2. Respect is always expected for ALL staff, parents, and children.
3. Damage or destruction of LLF property WILL NOT be tolerated.

Failure to follow these guidelines may result in a request for parents to keep their child back from a field trip or to terminate their child's enrollment in the summer camp program with a loss of all camp fees.

Illness Policy: Summer camp students will also be following the LLF Communicable Disease/Illness Policy from the LLF Parents Policies and Procedures Packet. Please review this policy as it will be enforced as needed based on illnesses.

Enrollment/Fees

Enrollment to this summer program is open to children entering Kindergarten, first, second, and third grade. We are planning to enroll 60 children in the camp program with 5 full time, qualified teachers. Our teacher/child ratio will be 1:12, which is lower than state licensing requires. LLF reserves the right to move children between the 2 summer camp programs based on enrollment levels, age, and maturity levels. The program begins June 14, 2010 and runs through August 20, 2010 (10 weeks). **By enrolling your child in our program, you are committing to paying for the entire 10 weeks.** No partial enrollment will be accepted. LLF needs to employ adequate staffing and ensure all expenses are covered regardless of the number of children in attendance; therefore this policy is in effect. Your security deposit will be applied to weeks 9 and 10 if your child is withdrawing from enrollment at the conclusion of camp.

Camp fees: A NON-REFUNDABLE activity fee of \$200.00 for each child is due to enroll your child in summer camp. This activity fee covers the cost for transportation, field trips, music classes, arts and craft supplies, etc. The fee cannot be prorated. We have tried to keep the fee reasonable, and yet offer some exciting and unique opportunities for the children.

Weekly Tuition: The weekly tuition rate for the summer program will be between \$135.00 - \$145.00. You will be notified as soon as possible when the tuition amount is set. Please note that this fee is subject to change based on final approval by the Board. The LLF vacation policies for notification and vacation rates remain in effect.

Registration Fee/Security Deposit: There is a registration fee and security deposit for children enrolling for the first time at LLF. If you are re-enrolling your child, the registration fee will be waived, but a security deposit will be charged and returned to you for your last two weeks of camp (weeks 9 & 10). Please refer to enrollment information page for additional information.

**LLF 2010 Tentative Younger Summer Camp
Field Trips & Activities**
(Dates and times will be on upcoming calendar)

LAKE ERIE CRUSHERS BASEBALL GAME
ROCKIN ROBIN'S AMAZONE ENTERTAINMENT CENTER
LAKE ERIE FARM PARK
PAINTED PENGUIN
BUMPER BOWLING
CUYAHOGA COUNTY FAIRGROUNDS
FAIRVIEW PARK WATER PARK
(Fun-N-Stuff for 3rd graders)
AMERICAN HOT ROD RACER
PRESTON'S HOPE PARK (Picnic Lunch and Outdoor Play)
PUTT PUTT GOLF AT BUZZARD COVE
LOLLY THE TROLLEY TOUR
THE ANIMAL GUYS (Wild Animal Show at LLF)
SPORTS CLASSES
FAMILY PICNIC
WEEKLY CRAFTS
WEEKLY OUTDOOR ORGANIZED ACTIVITIES
COOKING PROJECTS
Captain Max the Pirate (show at LLF)
Frank the Magic Man (show at LLF)
Olugbala Manns drumming at LLF

*MORE FIELD TRIPS MAY BE ADDED BEFORE CAMP BEGINS

LLF 2010 *Younger* Summer Camp Registration

Child's Name _____

Child's Birthdate: _____ Grade Entering in Fall _____

Parent's Name _____

Parent's Work Phone Number _____

Child's Shoe Size (for bowling) _____

To help us plan better, which weeks will your child be attending?
(Check all that apply)

Check here

June 14 - 18	_____
June 21-25	_____
June 28 -July 2	_____
July 6-9	_____
July 12-16	_____
July 19-23	_____
July 26-30	_____
Aug. 2-6	_____
Aug. 9-13	_____
Aug. 16 - 20	_____

If a family will be on vacation during camp, LLF's vacation rate applies.
Please refer to the Policies and Procedures handbook to properly inform LLF
of your vacation dates so that a credit can be applied to your account.

LEWIS LITTLE FOLKS, INC. ELIGIBILITY CERTIFICATION

I hereby certify that I my child(ren) are eligible to participate in the Lewis Little Folks (LLF) Summer Camp Program based on my status as:

____ Active NASA Civil Service Employee

____ Spouse/Dependent of Active NASA Civil Service Employee

____ Retired NASA Civil Service Employee

____ Spouse/Dependent of Retired NASA Civil Service Employee

____ In-House NASA Support Service Contract Employee

Contractor _____

Contract Number _____

____ Spouse/Dependent of In-House NASA Support Service Contract Employee

____ Other (Specify) _____

Name _____
(Print child's name)

Parent's Name _____ Date _____

Signed _____
(Parent's signature)

Telephone _____
(Parent's work number)

Mail Stop _____
(Or other address)

LLF BEHAVIOR CONTRACT

I (child's name) _____ agree to follow the rules listed below, while attending the LLF Summer Camp program.

1. FOLLOW CLASSROOM RULES AT ALL TIMES
2. FOLLOW FIELD TRIP RULES: STAY WITH AND FOLLOW DIRECTIONS OF CHAPERONE, RESPECT PROPERTY AT FIELD TRIP SITE
3. FOLLOW SCHOOL BUS RULES
4. STAY IN STAFF DIRECTED AREAS
5. RESPECT LLF STAFF, PARENTS, CHILDREN AND LLF PROPERTY

*Specific details of rules will be explained to children at the beginning of camp.

If I choose not to follow the rules, I understand the consequences of my actions are as follows:

1. I may be redirected to another activity.
2. I may be given a supervised time out.
3. I may receive a written warning or phone call to my parent.
4. I may be temporarily removed from the summer camp class and/or from attending a field trip or event.
5. I may be suspended either temporarily or permanently from the LLF summer camp program; the length of the suspension will be decided by the Director or their representative. Both the frequency and severity of a behavior may be used to make this determination.

Note: Parents- please review these rules with your child so that everyone attending may have a safe and fun-filled camp experience.

Signature of parent/guardian _____

Date _____

2010 SUMMER CAMP ENROLLMENT INFORMATION:

The following items are required to register your child in Summer Camp:

1. A child who is eligible to attend Kindergarten, First, Second, or Third Grade with a parent or legal guardian or grandparent who is a NASA Civil Servant, Support Service Contractor, or Lewis Little Folks employee.
2. The attached Registration Form, Eligibility Certification Form, and Behavior Contract, completed.
3. Activity fee of \$200.00 in check or money order (no cash please) made out to Lewis Little Folks. Please take note that this fee is non-refundable and will be used towards all field trips and events.
4. Parents of children not previously enrolled in LLF (new students) will also be required to pay a \$50.00 registration fee in check or money order made out to Lewis Little Folks at the time of enrollment. Then, at the beginning of summer camp, a security deposit equal to two weeks tuition will be due for children not currently enrolled at LLF. This security deposit will be applied to the final two weeks' tuition of enrollment.
5. Parents of children not currently enrolled, but who have previously been enrolled at LLF, will be charged the security deposit as described in #4. The registration fee will be waived.

If the above items are not present at the time of registration, your child will not be considered registered in LLF's Summer Camp Program until all items are received. There will be no "holding" of spots without all of the required registration materials.

DATES AND TIMES OF ENROLLMENT:

Beginning April 13, 2010: Current LLF Students and Siblings of Current Students:
Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Beginning April 19, 2010: Former LLF Students (meeting eligibility requirements above).
Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Beginning April 26, 2010: Enrollment is open to any child or grandchild (meeting eligibility requirements above) of a NASA or contractor employee. Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Enrollment will continue until 60 children are enrolled.



